

Staff Report

Report To: City Council
Report From: Briana Bloomfield, City Clerk
Meeting Date: January 16, 2023
Report Code: CR-23-005
Subject: 2023 Public Appointments to Boards and Committees

Recommendations:

THAT in consideration of Staff Report CR-23-005 respecting 2023 Public Appointments to Boards and Committees, City Council:

1. Waives the sunset clause for the appointment of Christine Farrell to the Accessibility Advisory Committee;
2. Adds a sixth (6th) public member to the Community Services Committee with a term ending January 31, 2024; and
3. Directs staff to bring forward a by-law to appoint certain members to Boards and Committees for specified terms as noted in Schedule 'A' to this report.

Highlights:

- Direction is required to appoint members to Boards and Committees
- Training will be held with new members in late January
- Boards will hold separate training sessions for their new members

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Previous Report/Authority:

[Board and Committee By-law](#)

Closed Staff Report CR-22-104 – 2023 Appointment of Public Members to Committees

Background:

In September 2022, staff developed and initiated the committee recruitment campaign by outlining milestone dates and key deliverables. A letter was drafted and sent to outgoing committee members thanking them for their service and inviting them to re-apply for the 2023 term, if interested. A letter was also drafted and sent to local Indigenous organizations inviting their members to apply to serve on City committees to allow for Indigenous representation in the decision-making process.

The application form was available online and at City Hall. The 'Council and Committees' and 'Committee Vacancies' webpages provide information on each committee to potential applicants, and an information sheet was created to give potential applicants the information they would need to apply.

A notice was placed in the Sun Times, local radio stations reported on the request for applications, and our City Hall television had a scrolling advertisement.

An extensive social media campaign was developed for the 2023 committee recruitment process with targeted posts being made on the City's social media pages on a weekly basis to ensure maximum exposure across channels. Additionally, there was a paid Facebook ad and the committee information sheet was placed on the November 7, 2022, Council agenda and discussed at committee meetings in the month of November.

At the closed session of the Council meeting held on December 12, 2022, Council reviewed applications from the public and directed staff to bring forward a report recommending certain applicants for certain Boards and Committees and for certain terms. In the intervening time, applicants have been contacted to confirm they would like their name to stand for appointment.

Just prior to Christmas, a resignation was received from a member on the Operations Committee. A closed session report has been prepared for Council to review application material to fill this vacancy.

Analysis:

Schedule 'A' to this report is the roster of applicants that are being recommended for appointment. All individuals on the roster have confirmed they wish to have their name stand for appointment. If Council is in favour of these appointments, the applicants will be included in the 2023 Board and Committee By-law, which will be brought forward at the January 30, 2023, Regular Council meeting for adoption and terms will begin February 1, 2023. Depending on the closed session discussion respecting the Operations Committee vacancy, Council may add an additional person to this roster to fill the vacancy.

The Board and Committee By-law contains a length of service cap for public members appointed by Council to a Committee. The length of service cap is six (6) consecutive years (the "sunset clause") and excludes Boards and the Committee of Adjustment. The sunset clause requires a two-thirds (2/3) vote of Council to waive in order to appoint an applicant as a public member for more than six years on the same Committee. The following individual is affected by the sunset clause and requires a two-thirds vote to be appointed:

- Christine Farrell for the Accessibility Advisory Committee.

Staff were impressed at the large number of strong applications received for board and committee vacancies. With the approval of this report, all vacancies will be filled (with the addition of a member for the Operations Committee).

Financial Implications:

The cost of one advertisement in the Sun Times to call for public applicants was approximately \$350.00. The Facebook ads were \$50.00.

Communication Strategy:

A training session will be held for all new Committee members in late January.

Staff liaisons and recording secretaries for Boards and Committees will be advised of the appointments and will send out meeting invitations.

The 2023 Board and Committee By-law will be posted on the City's website.

Consultation:

None

Attachments:

Schedule 'A' – Roster of Recommended Public Appointees

Recommended by:

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.